

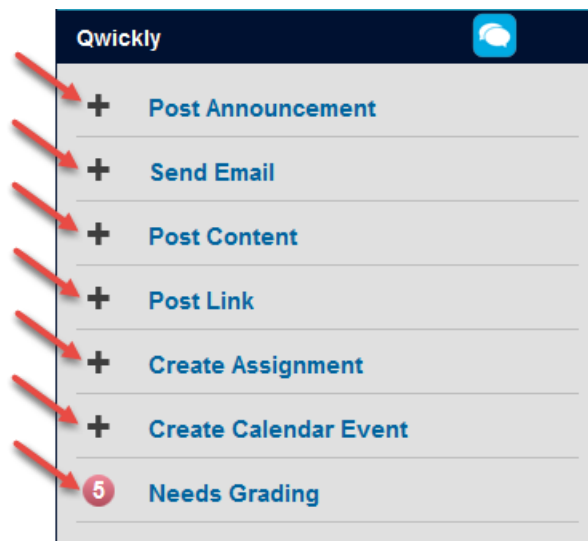
Qwickly+ is a new platform for Blackboard Learn (WVU eCampus) that is designed to simplify instructors' workflow by providing easier access to frequently repeated tasks. Rather than clicking through each course to complete the same task, instructors can perform that task from the home screen for all selected courses simultaneously. **It is not intended as a course building tool, but rather a tool to conveniently address immediate communication or content needs.**

Using Qwickly+, instructors can:

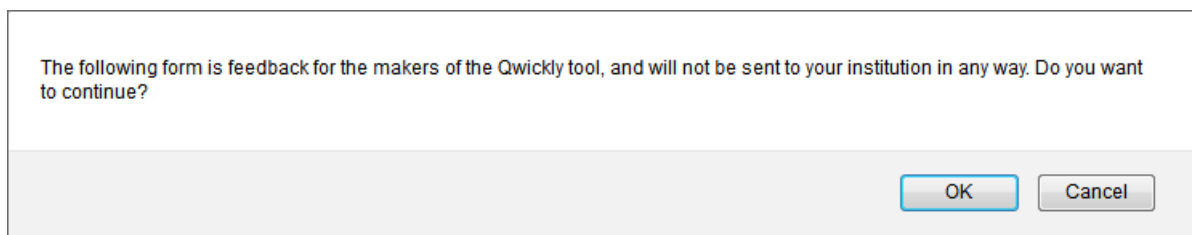
- Attach documents and files to content and emails directly from Google Drive, Dropbox, OneDrive and Box.
- Add content including assignments, documents, calendar events and web links to multiple classes.
- Send email to only certain roles within a course or to multiple courses.
- Choose to post announcements in the future or send announcements to multiple courses.
- View items in need of grading.

The Qwickly+ Module

Qwickly+ tools may be accessed from the **My WVU eCampus** tab upon logging in to eCampus as an Instructor. All Qwickly+ tools may be used to post content to individual or multiple sections. To access the tools below, **click** on the links or their corresponding **plus** signs.



Clicking on the **speech bubble** shown above prompts the user with a warning. If the user clicks on **OK**, they are taken to a feedback form on the Qwickly+ website.



Cloud Services

Users may also attach or link files to emails and course items from their local computers or from the **Dropbox**, **Google Drive**, and **box** cloud storage tools.

NOTE: If a file is attached to an item, it will be stored in the Content Collection. However if the file is linked, please make sure its permissions are set to public so users can access the materials immediately.

Posting Announcements

Qwickly+ gives faculty the ability to post announcements to multiple sections at once. The sections are selected from the list of **Courses** on the left hand side of the Qwickly+ announcements pop-up. Instructors must select a section and the **Announcement Subject** is a required field. Announcement content is entered into the **Announcement Message** field. **Start and end dates** may be set or the announcement may be sent out immediately. The **Email Announcement** check box is only applicable to announcements posted immediately.

Post Announcement

Courses

Organizations

Select All || Clear All

- Qwickly Testing
TST.Qwickly_Testing
- Qwickly Testing 2
TST.Qwickly_Testing_2

Announcement Subject:

Announcement Message:

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Post Immediately or **Start Date:** Midnight ▾

No Expiration Date or **End Date:** Midnight ▾

Email Announcement
Send a copy of this announcement immediately

Display in eCampus

Announcements posted through Qwickly+ display as follows to users.

Qwickly Announcement

Posted on: Wednesday, April 1, 2015 5:11:56 PM EDT

This is a message

Posted by: Test Instructor
 Posted to: Qwickly Testing

Sending Email

Qwickly+ gives faculty the ability to send email to users in multiple sections at once. At least one section must be selected and a **Subject** and **Message** content are required. The **Send To** field allows users to send the email to all section users or to only users with specific roles in the section. Files may be attached from the local computer or the cloud storage tools listed above.

Send Email

Courses

Organizations

Select All || Clear All

Qwickly Testing
TST.Qwickly_Testing

Qwickly Testing 2
TST.Qwickly_Testing_2


Send To: Everyone or Students Instructors TAs


Send this Email to Myself Only Once ▾


Email Subject:


Email Message:


Upload File From


Computer


Dropbox


Google Drive

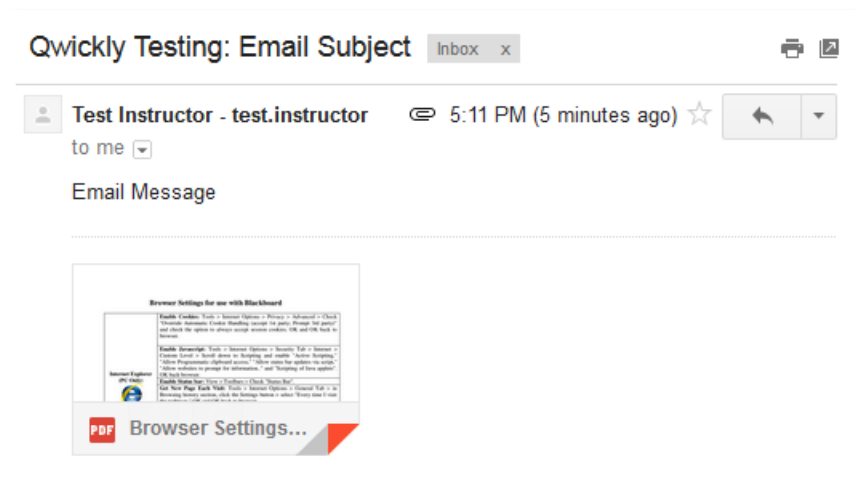

OneDrive


box

Cancel
Submit

Email Sample

Emails sent through Qwickly+ display as follows to the selected users.



Posting Content to Multiple Sections

Qwickly+ gives faculty the ability to post content to multiple sections at once. The content is posted into eCampus as **Content Items** identical to the **Build Content > Item** tool available in any content area. At least one section must be selected. Users may enter a **Name** for the item and a **Description**. Files may be attached from the local computer or the cloud storage tools listed above. The **Post To Course Location** area allows users to either create a new content area in the selected sections or choose any content area from any section to which they are assigned.

Post Content

Courses

Organizations

Select All || Clear All


- Qwickly Testing
TST.Qwickly_Testing
- Qwickly Testing 2
TST.Qwickly_Testing_2


Name


Description


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Upload File From


Computer


Dropbox


Google Drive


OneDrive


box

Post To Course Location

Create New Content Area ▾


Qwickly Content

Cancel


Submit

Display in eCampus

Content posted through Qwickly+ is displayed identically to a **Course Item** as shown below.



Post Content

Attached Files:  [NCAA_report21815.pdf](#) (7.546 MB)

This is a description.

Posting Web Links to Multiple Sections

Qwickly+ gives faculty the ability to post web links to multiple sections at once. Users must select at least one section. Users may enter a **Name**, **URL** and **Description** for the link. **The Post To Course Location** area allows users to either create a new content area in the selected sections or choose any content area from any section to which they are assigned.

Post Link

Courses
Organizations

Select All || Clear All

Qwickly Testing
TST.Qwickly_Testing

Qwickly Testing 2
TST.Qwickly_Testing_2

Name

URL/Link

Description

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Post To Course Location

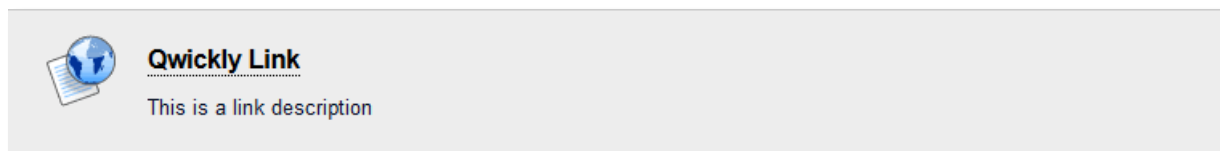
Create New Content Area ▾

Qwickly Content

Cancel
Submit

Display in eCampus

Links posted through Qwickly+ are displayed identically to a **Web Link**, as shown below.



Create Assignment

Qwickly+ gives faculty the ability to post graded assignments to multiple courses at once. Users must select at least one section. Users must fill the **Name** and **Points Possible** fields. The **Post To Course Location** area allows users to either create a new content area in the selected sections or choose any content area from any section to which they are assigned.

Create Assignment

Courses
Organizations

Select All || Clear All

- Qwickly Testing
TST.Qwickly_Testing
- Qwickly Testing 2
TST.Qwickly_Testing_2

Name

Points Possible

Due Date (Blank is No Due Date)


Can Submit from Cloud? i


Yes No


Instructions


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Upload File From


Computer


Dropbox


Google Drive


OneDrive


box


Post To Course Location

Create New Content Area ▾

Cancel
Submit

Display in eCampus

Assignments posted to courses through Qwickly will display as follows:



Qwickly Assignment

Instructions

Create Calendar Event

Qwickly+ gives faculty the ability to post calendar events to multiple courses and their personal eCampus calendar at once. Users must select at least one calendar and fill the **Title**, **Description**, **Start Date**, **End Date** fields. Files from cloud services may also be linked within these events.

Post Content

Courses

Organizations

- Personal
Personal Event
- Qwickly Testing
TST.Qwickly_Testing
- Qwickly Testing 2
TST.Qwickly_Testing_2


Title


Description


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Start Date: Midnight ▾
End Date: Midnight ▾

Link File From


Dropbox


Google Drive


OneDrive


box

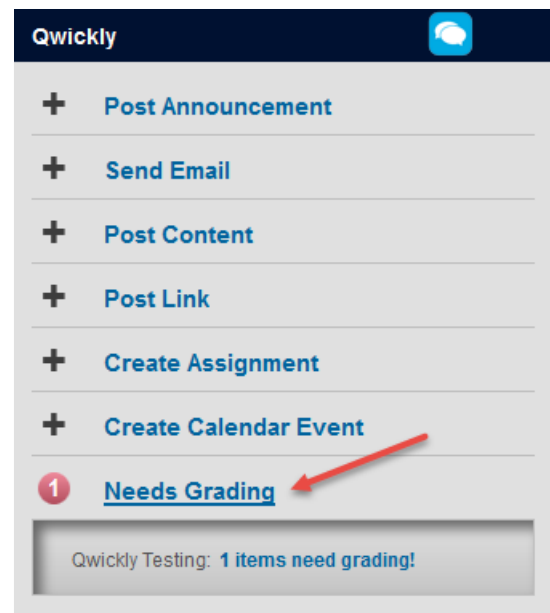
Display in eCampus

Calendar events posted through Qwickly display as follows in eCampus:

TUE		WED		THU	
1		2	3	4	
			12a Qwickly Event		
			12a asdfasdf		
			12a Qwickly Event		
			12a Qwickly Event		
8	9	10	11		

Needs Grading

The Needs Grading feature in Qwickly+ allows instructors to move into a course's Needs Grading area with a single click from the eCampus landing page. Clicking on Needs Grading expands the module to show each course with items ready for grading. Clicking on the "X items need grading!" link will take instructors directly to the Needs Grading Area of the course.



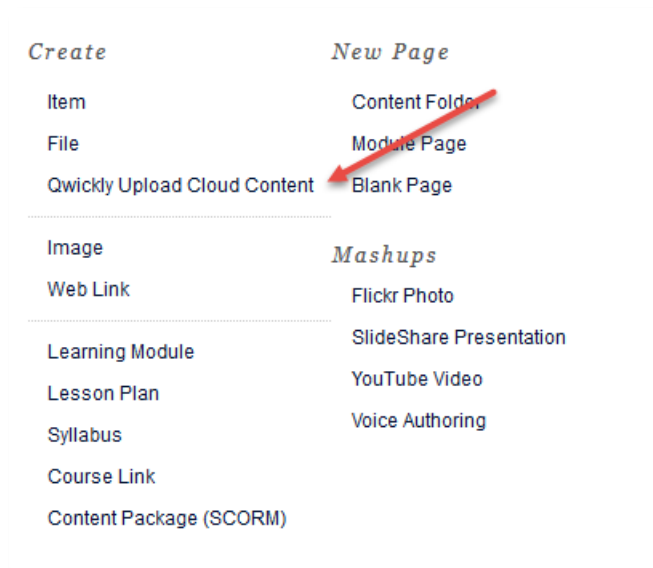
Qwickly+ within an eCampus Section

There are three ways Qwickly+ may be utilized from within an eCampus section. Users may upload cloud content to eCampus, link content from cloud services, or provide access to Qwickly+ tools.

Qwickly+ Upload Cloud Content

This tool allows users to upload content from cloud services or their computers to eCampus or create links to cloud content from eCampus. To access this tool, go to any **Content Area**, click **Build Content** and select the **Qwickly+ Upload Cloud Content** option.

NOTE: Content and links created with this tool cannot be added to multiple sections at once.



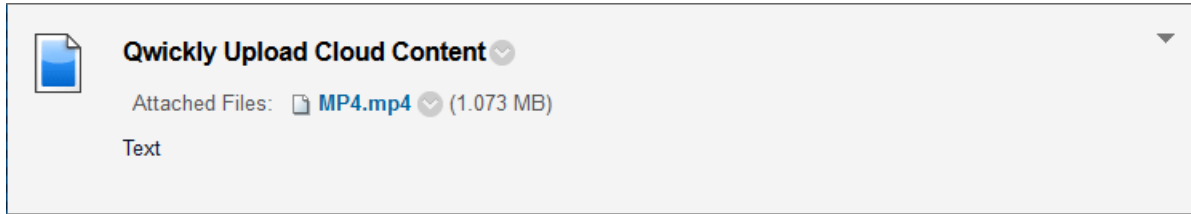
Item Configuration & Display

Setting up course items in this manner through Qwickly+ involves a slightly different configuration screen than items created through the module on the **My WVU eCampus** page. However, the tool functions identically to the module tool with exception to being unable to post to multiple sections at

once. Content items created through this function are displayed identically to items created through the **My WVU eCampus Qwickly+** module.

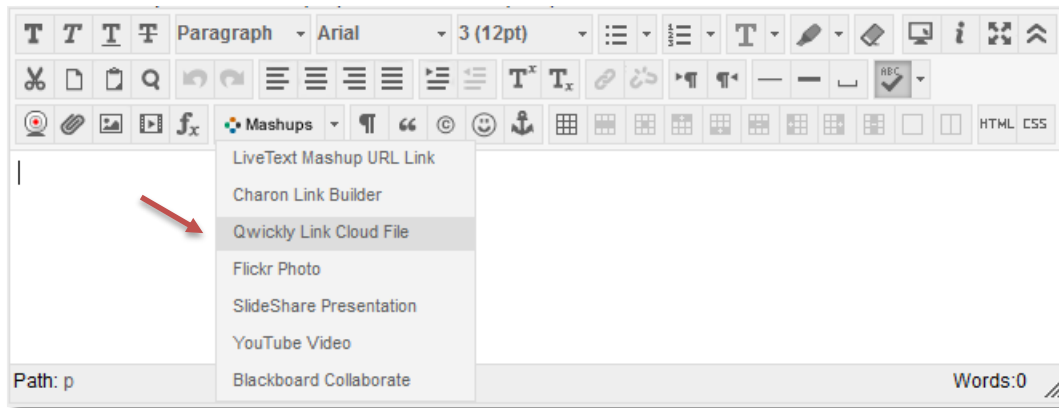
Qwickly+ Link Cloud File Mashup

Through any **Virtual Text Box Editor (VTBE)**, users may take advantage of the **Qwickly+ Link Cloud File**



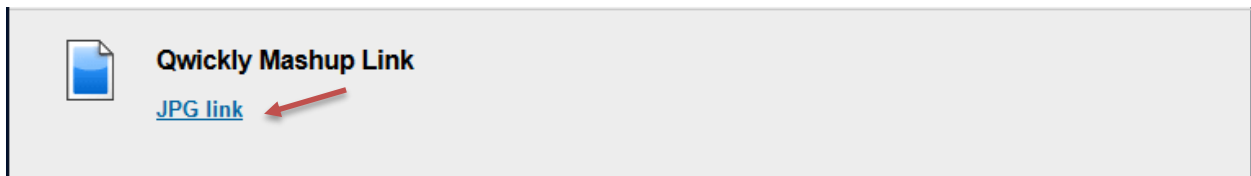
tool. In the **VTBE**, select the **Mashups** dropdown menu and click on **Qwickly+ Link Cloud File**.

NOTE: Content and links created with this tool cannot be added to multiple sections at once.



Item Configuration & Display

The **Qwickly+ Link Cloud File** tool is configured and displayed identically to any other **Tool** link in eCampus.



File Types:

While Qwickly+ should be able to handle any file type desired by the user, we have been able to verify the following files types are compatible:

- All Microsoft Office file types
- PDF
- AutoCAD
- GIF
- JPG
- MOV
- FLV
- ZIP
- EXE
- MP3
- MP4
- PNG
- WMV